

***DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, IN THE CHAPEL
JUNEAU, WI 53039***

DECEMBER 7, 2016

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:33 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Lisa Derr
Jeff Duchac
Dan Hilbert
Tom Schaefer

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; John Corey, Dodge County Corporation Counsel; Chris Waldron of Boldt Construction; Bill Robison of Engberg Anderson; Jane E. Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jim Hill, Director of Environmental Services; Heather Hearley, Director of Dietary; Erin Blank, Assistant Director of Nursing; Jessica Streaun, Assisted Living Supervisor; Angi Zilliox, Human Resource Specialist; Megan Tobian, Human Resource Assistant; and Jill Soldner, Administrative Secretary.

ABSENT: None

3. **APPROVAL OF MINUTES OF NOVEMBER 9, 2016 MEETING:** Motion made by Schaefer to approve the November 9, 2016 Minutes; seconded by Duchac. Motion carried.
4. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Hilbert to deviate from the Agenda if required; seconded by Derr. Motion carried.
5. **PUBLIC COMMENT:** None to report.
6. **COMMITTEE MEMBER REPORTS:** None to report.
7. **INVOLUNTARY DISCHARGES:** None to report.

8. **CENSUS REPORTS:**

CBIC:	21 of 30, with 4 on the list, 3 approved, 2 upcoming discharges
Clearview:	124 of 140, with 1 admission today, 3 pending approval
Clearview Behavioral Health 1/2:	19 of 20, with 1 on bedhold
ICF-IID (formerly FDD):	43 of 46, with 1 in the hospital – returning today
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	16 of 20, with 1 in the hospital, 1 admitting soon

9. **ADMINISTRATOR'S REPORT:**

- **Update: Siding Replacement Project ~ Chris Waldron and Bill Robison:**
8:00 a.m.: Chris Waldron from Boldt and Bill Robison from Engberg Anderson updated the Committee with the results of their research of siding products and provided sample products to review. Important items to consider are the fire code requirements, color match, and texture. The next steps to take are to get the National Fire Protection Association ("NFPA") certification; the Committee to view the siding again to see how it is holding up; Robison will get the warranty information to Hooper to distribute to the Committee; and Waldron will discuss their questions with the Boral representative.
- **Update: Accounts Receivable / Aging Accounts ~ John Corey at 8:30 a.m.:**
John Corey, Corporation Counsel, updated the Committee on the status of the collection matter. Updates will continue to be made to the Committee.
- **Update: Truck Sale / On-Line Auction ~ Jim Hill:** Jim Hill updated the Committee about the status of the 2001 Chevy plow truck sale with Wisconsin Surplus Online Auction. The prospective buyer of the truck never paid for the truck. Hill has requested that the truck be put up for auction again; the end date is December 7, 2016. Once the auction is over, the winning bidder will have until December 12 to pay and until December 14 to make arrangements for pick-up.
- **John Deere Health and Wellness Fair – Gator Works:** Several members of Clearview's Administrative Team worked the Clearview booth. There was positive feedback from people who have known residents at Clearview; the wellness fair reached out to a whole new venue of people.
- Hooper mentioned she talked with Rick Moore from Horthy Elving who reported that Wold Architects and Engineers, a 130-person architecture and engineering firm, recently expanded its services to enhance their healthcare practice with Horthy Elving, a 30-person architecture/engineering firm.
- **Update: Marsh Country Health Alliance:** The full Commission of Marsh Country Health Alliance met on Monday, November 28, 2016, to go over the Memorandum of Understanding regarding Medicaid renewals. On a monthly

basis, certified mail letters will go out to the member county Human Services Directors with either (1) a letter stating there are no upcoming Medicaid renewals due from their county; or (2) a letter stating the dates of upcoming Medicaid renewals, in which case the respective counties will be responsible for getting renewal applications approved and if not timely completed, they will be billed for their residents' stay at Clearview, until the Medicaid is in place. The Board members will be given an update on the Medicaid rates at the quarterly financial conference call on February 27.

- **Update: Mega Rule:** Several Clearview staff members attended an educational session on December 6 regarding Phase 1 of the Mega Rule, 800+ pages of regulation changes; the focus was on resident rights. Quality Assurance Performance Improvement ("QAPI") was also discussed – Clearview is in the process of updating policies. Phase 2 will occur on November 28, 2017 (regarding facility-wide assessments); and Phase 3 on November 28, 2019 (regarding quality assurance improvements).
- **Update: Clinical/Billing Software:** Clinical/billing software presentations from two vendors were held on November 7 and 8, with another one on November 10. One of the vendors will be returning for a follow-up demo. A decision as to which vendor to go with will be made in 2017.
- **Holiday Letter to Clearview Employees:** The Committee reviewed and approved the annual holiday letter to Clearview employees, which will be in the December 9 *Communicator*.
- **View of a Clearview Department: Human Resources ~ Angi Zilliox:** Zilliox introduced the newest member of the Human Resources Department, Megan Tobian. Zilliox explained that they are a smaller part of the Dodge County Human Resources Department, reporting directly to Sarah Eske, Dodge County Human Resource Director, and Jane Hooper. Zilliox went on to explain their job duties, such as interviews, reference checks, pre-employment physicals, drug screening, and background checks. A full week of on-boarding also takes place once new employees are hired. Human Resources is also responsible for tracking employee licenses for CNAs, LPNs, and RNs. Employee retention is the main focus of the department; exit interviews started in 2016. As a goal for 2017, Clearview is looking at team building exercises and ways to enhance "Team Clearview," a committee that focuses on team building activities and fundraisers to involve staff and residents.

FINANCE REPORT ~ BILL WILEY, DIRECTOR OF FINANCE:

- **2016 Budget Adjustment:** Wiley provided a handout on the 2016 budget realignment request dated December 6, 2016 that was signed by the Clearview Administrator. This update was for informational purposes. Budget dollars were decreased from various object lines and increased in other lines with a net effect of zero. The main reason for these adjustments are to capture and reflect the costs

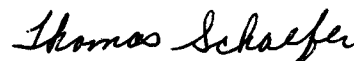
of expenses in their proper detailed object lines instead of catch all accounts. In addition, some areas of the facility had higher than budgeted census so some expenses in those areas were higher than anticipated.

Motion by Derr to accept the 2016 budget adjustment; seconded by Hilbert. Motion carried.

- **Future 2016 Budget Adjustment:** Wiley notified the Committee that he may need to present to the Committee at the February meeting a resolution to adjust the 2016 budget for several object lines. He will not be certain if it will be necessary until January.
 - **2016 Carryover Request:** Wiley notified the Committee that since the siding project will not occur in 2016, Clearview will request to carry over 2016 budget authority into 2017. The amount has not been determined. The request will be at the February meeting with a resolution.
 - **2016 Budget Status:** Wiley updated the Committee on the status of the 2016 budget. He provided a copy of the report to the committee members and reviewed it with them. As of the end of October, Clearview showed a small net gain but Wiley mentioned that this gain could easily disappear with the year-end adjustments that are to be made.
10. **NEXT MEETING DATE:** *Wednesday, January 4, 2017, at 7:45 a.m.*, in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin (with Friends of Clearview to follow at 10:30 a.m.).
11. **ADJOURN:** There being no further business to come before the Committee, Motion by the Chair to adjourn. Meeting adjourned at 10:21 a.m.

Dated this 4th day of January, 2017.

Respectfully submitted,



Thomas Schaefer, Secretary